

**JOB DESCRIPTION
MURFREESBORO POLICE DEPARTMENT
DEPARTMENT COORDINATOR**

1. JOB TITLE: DEPARTMENT COORDINATOR

2. DEFINITION: The position of Department Coordinator requires an individual who is capable of exercising independent judgment and who possesses secretarial and management skills, the personal disposition and the psychological qualities generally required of people who work well with the other employees and the public. This is a mid-level position. The employee will be responsible through the chain of command to the Police Chief. All employees are responsible to the City Manager. This position is classified as non-exempt for the purpose of the Fair Labor Standards Act, as having no occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee is subject to reasonable suspicion, post-accident (incident), return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. Must be capable of operating a personal computer, typewriter, 10-key calculator, facsimile machine, photocopier, multi-line system, and miscellaneous office equipment and accessories customarily used in an office environment.
- b. The job location is in the Murfreesboro Police Department. This is a smoke-free environment.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Prepares Police overtime and enters data into computer.
- b. Knowledge of the Fair Labor Standards Act with the ability to compute overtime, compensatory time, court time and other special pay for all police personnel.
- c. Possess excellent human relations skills with the ability to communicate effectively orally and in writing, with the public, elected officials, department heads and other employees of the City on police personnel issues.
- d. Assists all police employees relating to medical/dental coverage inquiries.
- e. Possess the temperament and good judgment to effectively deal with the public and/or City employees, some of whom may be irate or unreasonable.
- f. Prepares and types correspondence, reports, and proofreads documents.
- g. Answers telephone inquiries from and concerning employees and interacts with the public, city officials, and department heads or their designees.
- h. Maintains files and records of the Police Personnel Department, including those relating to employee benefits.
- i. Assists public and other employees with employment applications for openings within the Police Department.
- j. Prepares and distributes all claims involving injuries on duty.
- k. Schedules interviews for job openings in the Police Department and assists in new employee orientation.
- l. Schedules appointments for typing test, drug testing, physical, and psychological test for all applicants chosen for employment.

- m. Maintains records on all new police employees and forward criteria to P.O.S.T Commission.
- n. Knowledge of personnel policies and procedures.
- o. Maintains records on absenteeism and attendance on all police personnel.
- p. Excellent typing skills of at least 65 wpm.
- q. Knowledge of bookkeeping practices and procedures.
- r. Timely creates, verifies and issues overtime report to City Payroll Department.
- s. Intermittent sitting, standing, stooping and walking.
- t. Good working knowledge of personal computer, 10-key calculator, copy machine, multi-line telephone and inter-office communications system.
- u. Accurately transcribes letters, memos and reports.
- v. Receives and communicates messages, oral and written, to and from members of the public and departmental employees.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Delivers correspondence/documents to other departments.
- b. Deposits outgoing and in-house mail in proper receiving bins.
- c. Documents information on new employees.
- d. Assists employees with questions about insurance and other personnel matters.
- e. Performs other duties and special projects as assigned.
- f. Schedules appointments.
- g. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. High School diploma or equivalent.
- b. Be at least 21 years of age.
- c. Have two (2) years prior experience in accounting, and personnel management.
- d. Must have legal authorization to work in the United States of America.
- e. Maintains confidentiality about information learned on the job.
- f. Ability to report for work and perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- g. Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, or controlled substance.
- h. Ability to perform occasional overtime.
- i. Ability to perform the duties of the position for an entire work day.
- j. Possess physical and mental ability to file and maintain files and records of the Police Department.

**Non-Exempt
Non-Safety Sensitive
May 13, 2005**